



# SAN LUIS OBISPO COUNTY DEPARTMENT OF PUBLIC WORKS

Noel King, Director

County Government Center, Room 207 • San Luis Obispo CA 93408 • (805) 781-5252

Fax (805) 781-1229

email address: [pwd@co.slo.ca.us](mailto:pwd@co.slo.ca.us)

March 16, 2004

## PROCEDURAL MEMORANDUM T-2 (Revised)

TO: Public Works Staff  
Land Development Engineers

FROM: Noel King, Director of Public Works

NK 3/16/04

**SUBJECT:** Subdivision Improvements - Traffic Control Requirements

**Objective** The following policy is established to provide uniformity in the construction of public road improvements by private developments, to minimize impact on County Roads, and to provide clear responsibilities for final acceptance of permanent roadway traffic control devices into the County maintained system. And, maintain traffic safety during construction operations, by contractors implementing traffic control which conforms to MUTCD/OSHA requirements.

### Traffic Control During Construction

The conditions established in this memorandum are based on the encroachment permit provisions which would be issued to the contractor to construct improvements within the County right-of-way. the intent is to have these provisions clearly listed on the improvement plans before work begins.

For development project improvement plans, which involve work done on a County road or within the County road right of way, prepare a comprehensive traffic control plan as part of the approved plans. The level of detail will range from a minimum of a schematic site diagram indicating construction sign location and legend along with a note regarding method of traffic control (i.e. the applicable sections of the State Standard Plans), to a detailed plan which indicates staging of work to both construct improvements and maintain traffic.

### All Improvement Plans

1. Construction Area Sign Plan
  - Shows total zone of work in County-maintained road right-of-way
  - Indicates placement of C13/C18 signs
2. Reference to appropriate standard layout (where needed)
  - State Standard Plans
  - Traffic Manual ("Orange Book" is an excerpt from this)

Do not copy the standard layout into the Improvement Plans.
3. Traffic Control Notes (from following section)
4. Note: "A County Encroachment Permit is required for all work within the County Road Right-of-Way. The Encroachment Permit may establish additional traffic control requirements."

### Significant Work Zone Traffic Control Requirements

Any work that requires lane closure on:

- Arterials and collectors within Urban Reserve Lines
- Arterials in rural areas

will require preparation of more detailed Traffic Control Plans (TCP).

Other work may also require TCPs, due to concerns unique to the location:

- Urban settings with a high concentration of side streets and driveways
- Urban/rural interface locations with a sudden speed transition
- Locations with unusual sight distance considerations
- Any road closure requiring a Detour
- Any situation that does not match one of the standard layouts
- Complex project phasing

### Processing Sequence

1. Development Services plancheck staff will route Improvement Plans to the Roads Division for review as part of their review of the first submittal.
2. Roads Division permits staff will review Improvement Plans and determine need for a TCP, including any special concerns to be addressed.
3. Development Services plancheck staff will note the requirement for a TCP as a correction on the plans and return them to the Engineer of Work, along with a TCP Checklist (copy attached).
4. Engineer of Work utilizes the TCP Checklist to guide them in preparation of the TCP, which is incorporated into the next submittal of the Improvement Plans.

5. Development Services plancheck staff will route completed TCP to the Roads Division for review and approval as part of their review of the next submittal.
6. Roads Division permits staff will review completed TCP, in consultation with County Traffic Engineer where needed, and approve or note required corrections.
7. When Improvement Plans, including TCP, are approved, the developer's contractor shall contact the Roads Division directly to obtain an Encroachment Permit for any work within County Road rights-of-way. The contractor may utilize the TCP included in the approved plans, or may propose a revision for approval by the Roads Division (and Traffic Engineer, where needed). Roads Division permits staff may identify additional requirements as a function of the Encroachment Permit.

If the Roads Division permits staff and/or the County Traffic Engineer will be absent for an extended length of time, they shall designate another Public Works employee to approve TCPs for them.

The following items shall be incorporated into the "General Notes" of the Title Sheet of the improvement plans.

#### Traffic Control Notes

1. The Engineer of Work shall be responsible to assure that the appropriate existing traffic controls remain in place and functional during all construction phases. Contractor shall cover any conflicting signs that exist along the roadway.
2. No work shall commence without the Construction Signs installed and other necessary traffic control devices on site.
3. No Lane Closure shall be permitted during the times shown on the Department of Public Works's "Lane Closure Restriction" list. Affected streets will be shown in the encroachment permit.
4. At the conclusion of each work day, there shall not be a drop-off along the edge of traveled way greater than 0.15'. "Low Shoulder" signs shall be placed along the traveled way where there is a drop-off. Drop-offs greater than 0.15' will require either:
  - A. Backfilling the drop-off to a minimum 4:1 slope;
  - B. Providing appropriate steel plates over excavation;
  - C. Providing temporary concrete railing along the work zone in conformance with the State Standard Plans and Specifications.

Excavations beyond eight feet from the travel way may utilize portable delineators at appropriate spacing along with "Open Trench" signs.

5. All paved traveled-way surfaces shall be restored to an all-weather, traversable condition at the end of each work day.
6. Pedestrian access shall be afforded through the work area on County Roads, in urban areas, either by providing necessary facilities for safe and viable access, or by providing appropriate advance warning to pedestrians to utilize alternate routes. Bicycle routes and lanes, when impacted by construction, shall be signed to afford safe passage through the work zone or to designated alternate routes. For both pedestrians and bicycles, surfaces shall be maintained free of loose debris or gravel.
7. No construction equipment or materials shall be parked or stored within six feet of the traveled way. When construction equipment or materials are stored within the right-of-way are further than six feet off the traveled way, and the shoulder area shall be signed as closed and portable delineators used to mark a taper in advance of the material or equipment.
8. Removal of existing pavement striping may be by sandblasting, hydroblasting, or grinding when the new striping locations will be within two feet of the final stripe locations. When the change of position will be greater than two feet, the existing striping shall be completely obscured by use of a Type II Slurry Seal or Chip Seal over the full width of the roadway. If design speed of road is less than 45 mph, a Type II Slurry Seal per Caltrans Standards is required. If design speed of road is greater than 45 mph, a Chip Seal is required. If determined by the County Department of Public Works that the stripe removal excessively damages the pavement, the developer may be required to use one of the above methods to obscure the existing striping on the full width of the roadway.
9. Parking restrictions must be posted 24 hours before work starts. Posting is at the expense of the contractor.
10. All private driveways and side streets shall be kept open at all times except when construction takes place directly in front of the driveway/side street.
11. Any work that disturbs normal traffic signal operations shall be coordinated with the Department of Public Works Traffic Division at least 72 hours prior to beginning the work involving the signal. The contractor shall replace all traffic signal loop detectors, damaged during the construction within five days of the completion of construction involving the signal.
12. All delineators shall be equipped with nighttime reflective bands and be spaced no greater than 50 foot intervals along tapers, lane control, and/or along edge of work zone.

## **Permanent Traffic Control Devices**

The development project improvement plans shall include the necessary traffic control devices that will be installed on the final road configuration. The plan should be done by a registered engineer and follow the following criteria:

- ▶ Sign installation shall be in accordance with all applicable sections of the State Standard Plans. Road barricades shall be in accordance with the County Standards.
- ▶ Installation of pavement markings and delineation, on interior streets created by the subdivision, shall be made part of the improvement plan and placed on the road for final acceptance of improvements. Pavement markings and delineation may be thermoplastic material and conform to the layout shown in the State Standard Plans. County forces can be utilized for the placement of pavement markings and delineations if there is a billable work order number established for the project.
- ▶ Prior to final acceptance of the subdivision improvements, the Traffic Engineer should be notified to inspect the improvements and develop a final traffic control punch list for action by the Engineer of Work.

This policy is subject to inclusion in the next County Standard Improvement Specifications and Drawings update.